



Safeguarding children, young people and vulnerable adults policy

This policy was adopted by *Little Learners Nursery* on 1st March 2024 and was reviewed in September 2025. It is reviewed and shared with staff at least annually

Designated safeguarding lead is: Catherine Young

Aim

We are committed to safeguarding children, young people and vulnerable adults and will do this by putting young people and vulnerable adult's right to be '*strong, resilient and listened to*' at the heart of all our activities.

Little Learners Nursery upholds a culture of safety in which children, young people and vulnerable adults are protected from abuse and harm in all areas of its curriculum and service delivery.

Little Learners Nursery is committed to preventing harm and responding promptly and appropriately to all incidents or concerns of abuse that may occur. Working with statutory agencies to achieve the best possible outcomes for every child.

Key Commitment 1 - Supporting children to keep safe

- All staff receive annual training in child protection matters and have access to the setting's policy and procedures for reporting concerns of possible abuse and the safeguarding procedures of the Local Safeguarding Partners.
- We use available curriculum materials for young children, taking account of information in the Early Years Foundation Stage, that enable children to be *strong, resilient, and listened to and heard*.
- Our curriculum seeks to build the emotional and social skills of children and young people in an age-appropriate way, including increasing their understanding of how to stay safe.
- We adhere to the EYFS Safeguarding and Welfare requirements.

Key Commitment 2 - ensuring all adults are safe

- There are procedures in place to prevent known abusers from coming into the organisation as employees or volunteers at any level:



- Enhanced DBS checks are completed on any person who has regular contact with the children in our care.
- Adults who may need to be on site but who do not have an enhanced DBS (e.g. ad hoc contractors) are never left unattended with the children.
- Safer recruitment checks are carried out on all staff using the UCheck service.
- Two references are required and checked, including follow up phone calls when written references lack detail.
- Agencies provide details of all checks and suitability to work before they start
- Staff sign in to confirm suitability each shift
- Safeguarding is the responsibility of every person undertaking the work of the organisation in any capacity. Staff are trained yearly and have weekly reviews using 'questions' to ensure knowledge is kept in the front of their minds. Relevant safeguarding issues are discussed at all handovers between staff.
- Little Learners Nursery follow the safeguarding guidance of Bucks Safeguarding Children Partnership (BSCP) <https://earlyyearsweb.buckinghamshire.gov.uk/media/phhjg5kx/early-years-safeguarding-and-child-protection-guidance.pdf> and use the First Response service to seek advice and support as needed.
- There are procedures for dealing with allegations of abuse against a member of staff, or any other person undertaking work whether paid or unpaid for the organisation, where there is an allegation of abuse or harm of a child. Procedures differentiate clearly between an allegation, a concern about quality of care or practice and complaints.
 - Concerns are reported to the DSL under a "report to support" code - aiming to support adults to have any follow up training or support if concerns are raised and so that incidents are addressed immediately. Concerns can be reported in writing or verbally.
 - Incidents reported are recorded by the DSL in a protected document so that follow up actions can be tracked for patterns and addressed robustly.
 - Incidents of a more serious nature are referred to the LADO and OFSTED and action advised is taken and recorded.
 - Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, other channels are open to them:



- NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk.
 - Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.
 - Ofsted provides guidance on how to make complaints about a childcare provider: Complaints procedure - Ofsted - GOV.UK (www.gov.uk).
- There are procedures in place for reporting possible abuse of children or a young person in the setting.
 - Concerns are reported immediately to the DSL, who will report to the First Response and / or the LADO and OFSTED.
 - Concerns are recorded in writing using the 'reporting a concern' template
 - Concerns are recorded by the DSL in a protected document and follow up actions tracked.
 - Risk assessments are conducted to ensure that incidents do not reoccur
 - There are procedures in place for reporting safeguarding concerns where a child may meet the s17 definition of a child in need (Children Act 1989) and/or where a child may be at risk of significant harm, and to enable staff to make decisions about appropriate referrals using local published threshold documents.
 - Concerns are reported immediately to the DSL, who will report to the Bucks Safeguarding Team (First Response) and / or the LADO and advice is followed.
 - If there are concerns about the safety of the child or staff following the referral, the police may be called to support.
 - Concerns are recorded in writing using the 'reporting a concern' template
 - Concerns are recorded by the DSL in a protected document and follow up actions tracked.
 - There are procedures in place for reporting possible abuse of a vulnerable adult in the setting (as above).
 - There are procedures in place for working in partnership with agencies involving a child, or young person or vulnerable adult, for whom there is a protection plan in place. These procedures also take account of working with families with a 'child in need' and with families in need of early help, who are affected by issues of vulnerability such as social exclusion, radicalisation, domestic violence, mental illness, substance misuse and parental learning disability. These procedures are lead by the DSL and



follow Bucks advice. These procedures take account of diversity and inclusion issues to promote equal treatment of children and their families and that take account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture.

- There are procedures in place for record keeping, confidentiality and information sharing, which are in line with data protection requirements.
 - Records are kept in password protected documents
 - Hard copies are kept in locked filing cabinets and only the DSL holds the keys
 - As much as possible, when there is no risk to the child, permission for sharing documents and information about a child is requested from the parents / guardians of the child.
 - Staff are trained and advised on the confidentiality of information they may become aware of as part of their day to day role. Information of a sensitive nature is only shared with staff if it is in the best interest of the child.
- We follow government and BSCP guidance in relation to extremism.

Key Commitment 3 - A safe environment

- A site check is completed daily to ensure all equipment and the environment is fit for purpose, safe to use and appropriate for the age of the children in the setting that session - including, indoors, kitchen and outdoor areas.
- Risk assessments for key areas are followed including, drop off and pick up procedures, access routes / entrances, individual equipment as needed, food hygiene, intimate care
- Children are always in sight OR sound and usually in sight AND sound of an adult
- Children who are eating are always in closely supervised sight and sound of an adult
- Personal mobile devices are kept in a separate room (storage cupboard or servery) and are not used around the children. This includes any device that can be used to record, photograph or communicate with people outside of the setting e.g. smart watches. If staff need to use their personal devices while children are on the premises, this is done outside the premises or in the storage cupboard.
- Nursery devices used for taking photos are only used with the permission of the parents. Photos are only loaded to platforms that parents have been given permission for e.g. Tapestry or Facebook.
- Nursery devices have lock codes. Codes are not shared outside of the Nursery staff team and are changed regularly.
- Photos are regularly deleted from the devices



Key Commitment 3 - Safeguarding leads understand their role

- We have a 'designated safeguarding lead person', who is responsible for carrying out child, young person, or adult protection procedures.
- The 'designated safeguarding lead' ensures they have links with statutory and voluntary organisations regarding safeguarding children.
- The 'designated safeguarding lead' ensures they have received appropriate training on child protection matters and that all staff are adequately informed and/or trained to recognise possible child abuse in the categories of physical, emotional and sexual abuse and neglect.
- The 'designated safeguarding lead' ensures all staff are aware of the additional vulnerabilities that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture and that these receive full consideration in child, young person or adult protection related matters as part of their annual training.
- The 'designated safeguarding lead ensures that staff are aware and receive annual training in social factors affecting children's vulnerability including
 - social exclusion
 - domestic violence and controlling or coercive behaviour
 - mental illness
 - drug and alcohol abuse (substance misuse)
 - parental learning disability
 - Radicalisation
- The DSL is also the Prevent Lead for the setting
- The 'designated safeguarding lead' ensures that staff are aware and receive annual training in other ways that children may suffer significant harm and stay up to date with relevant contextual safeguarding matters:
 - abuse of disabled children
 - fabricated or induced illness
 - child abuse linked to spirit possession
 - sexually exploited children
 - children who are trafficked and/or exploited



- female genital mutilation
- extra-familial abuse and threats
- children involved in violent offending, with gangs and county lines.

Key commitment 4 - wider support

- There are procedures in place to ensure staff recognise children and families who may benefit from early help and can respond using local early help processes. Designated safeguarding leads should ensure all staff understand how to identify and respond to families who may need early help.
- Staff are supported to make the right decisions that enable timely and appropriate action to be taken.
- Designated Safeguarding Leads contribute towards local safeguarding arrangements to ensure that the views of the sector are heard at the highest level by:
 - Finding out how education and childcare are represented at a strategic level within their Local Safeguarding Partnership (BSCP) structures.
 - Sharing their knowledge of the experiences of children in their cohort with BSCP local leaders



Legal references

Primary legislation

Keeping Children Safe in Education 2025

Working Together to Safeguard Children 2023

Prevent duty guidance: England and Wales (2023)

The Continuum of Need - Buckinghamshire Safeguarding Children Partnership

Bucks Early Years Safeguarding Guidance

Children Act 1989 – s 47

Protection of Children Act 1999

Care Act 2014

Children Act 2004 s11

Children and Social Work Act 2017

Safeguarding Vulnerable Groups Act 2006

Counter-Terrorism and Security Act 2015

General Data Protection Regulation 2018

Data Protection Act 2018

Modern Slavery Act 2015

Sexual Offences Act 2003

Policies & Procedures for the EYFS 2024 (Early Years Alliance 2024)



Serious Crime Act 2015

Criminal Justice and Court Services Act (2000)

Human Rights Act (1998)

Equalities Act (2006)

Equalities Act (2010)

Disability Discrimination Act (1995)

Data Protection Act (2018)

Freedom of Information Act (2000)

Legal references

Working Together to Safeguard Children (HMG 2023)

Statutory Framework for the Early Years Foundation Stage 2023

What to Do if You're Worried a Child is Being Abused (HMG 2015)

Prevent duty guidance for England and Wales: guidance for specified authorities in England and Wales on the duty of schools and other providers in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism' (HMG 2015)

Keeping Children Safe in Education 2022

Education Inspection Framework (Ofsted 2023)

The framework for the assessment of children in need and their families (DoH 2000)

The Common Assessment Framework (2006)

Statutory guidance on inter-agency working to safeguard and promote the welfare of children (DfE 2015)

Further guidance

Information sharing advice for safeguarding practitioners (DfE 2018)

The Team Around the Child (TAC) and the Lead Professional (CWDC 2009)

The Common Assessment Framework (CAF) – guide for practitioners (CWDC 2010)

Multi-Agency Statutory Guidance on Female Genital Mutilation (HMG. 2016)

Multi-Agency Public Protection Arrangements (MAPPA) (Ministry of Justice, National Offender Management Service and HM Prison Service 2014)

Safeguarding Children from Abuse Linked to a Belief in Spirit Possession (HMG 2010)

Policies & Procedures for the EYFS 2024 (Early Years Alliance 2024)



Safeguarding Children in whom Illness is Fabricated or Induced (HMG 2007)

Safeguarding Disabled Children: Practice Guidance (DfE 2009)

Safeguarding Children who may have been Trafficked (DfE and Home Office 2011)

Child sexual exploitation: definition and guide for practitioners (DfE 2017)

Handling Cases of Forced Marriage: Multi-Agency Practice Guidelines (HMG 2014)